



# My Side of the Story

Name \_\_\_\_\_ (Please Print)

Grade \_\_\_\_\_

Date of Report \_\_\_\_\_

1. In your own words, tell **what happened.** Please use details and be specific.

2. **Where** did this happen?

3. **When** did this happen? **Date and time.**

4. **What adult(s)** saw this happen?
  
5. **What student(s)** saw this happen?
  
6. What adult(s) did you talk to try to **help prevent or solve** this problem?
  
7. Does anyone **owe you** an apology? If so, who?
  
8. Do **you owe anyone** an apology? If so, who?
  
9. **How could YOU have better handled the situation?**

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**Administrator Response:**

Parent Contacts (Name, number, date of call/time of call/time, synopsis of conversation)

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